



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR II (SUPERVISOR)*

\$4,963 - \$5,987

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general direction of the Chief, Accounting Services Bureau, the Accounting Administrator II will plan, organize, and direct the accounting activities of approximately 26 staff members in the Cashiering, Accounts Receivable, and General Ledger Section. Essential duties include but are not limited to:

- Manage the accounting functions of Cashiering, Accounts Receivable, and General Ledger Section. Oversee monthly reconciliation of account balance with the State Controller. Oversee the collection of revenues, cash flow projection, monitoring of the aging Accounts Receivable, and prepare the year-end financial statements.
- Ensure all revenues are recorded timely and properly to the appropriate accounts.
- Ensure all billings for revenues comply with Insurance Code, regulations, court orders, and settlement agreements with insurance companies.
- Coordinate with Budget staff on changes to allotment structure and program cost accounting.
- Serve as project manager for some new and enhanced automation projects in the Bureau.

DESIRABLE QUALIFICATIONS:

- Strong supervisor and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent interpersonal skills.
- Excellent oral, written and analytical skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Administrator II, Supervisor level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Cynthia Louie, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Accounting Administrator II, Supervisor, #192-4542-XXX" on the State application.** For additional information, please call (916) 492-3381.

FINAL FILING DATE: May 18, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit a state application by the final filing date in order to be considered for this position.

***PENDING THE DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pb05/08/01